



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-69

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division	SECTION Permits Unit Stormwater Program	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
	This section applies to the following stormwater permit categories: Light Industry (COR-010,000) Heavy Industry (COR-020,000) Metal Mining (COR-040,000) Sand and Gravel Mining (COR-500,500) Recyclers (COR-060,000) Municipalities – (COR-080,000, COR-090,000)			
1.	Application including reapplication document	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.	<ul style="list-style-type: none">Records are created by WQCD staff, systems operators & owners or contractors.All active files are kept onsite, inactive files are sent offsite. <i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>	
2.	Permit including cover letter and certification	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
3.	Correspondence which may include maps, drawings and plans	Record copy: Retain 10 years plus current then destroy. Duplicate: Retain until no longer needed then destroy.		
4.	Discharge monitoring report and annual report	Record copy: Retain 10 years plus current then destroy. Duplicate copy: Retain until no longer needed then destroy.		
5.	Stormwater management plan submitted by Heavy industry (COR-020,000) and Recycler permittees (COR-060,000)	Record copy: Keep the most current plan submitted, destroy all old editions. If company only sends update for interfiling, retain the volume designated for receiving the updates. Duplicate copy: Retain until no longer needed then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Lettsen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hana</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Charles E. Reaf</i>	Date 6/18/07



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
	This section applies to the following stormwater permit category: Construction (COR-030,000)		
6.	Application including reapplication document	Record copy: Keep 5 years after the permit becomes inactive then destroy. Duplicate copy: retain until no longer needed then destroy.	
7.	Permit including cover letter and certification	Record copy: Keep 5 years after the permit becomes inactive then destroy. Duplicate copy: retain until no longer needed then destroy.	
8.	Correspondence which may include maps, drawings and plans	Record copy: Keep 5 years after the permit becomes inactive then destroy. Duplicate copy: retain until no longer needed then destroy.	
<p>I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.</p>			
State Archivist's Signature <i>Terry Ketchum</i>		Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i> Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>		Date <i>7/18/07</i>	State Auditor's Signature <i>Gregory E. Reif</i> Date <i>6/18/07</i>